



King County

**PROJECT/PROGRAM MANAGER III
DEPARTMENT OF ADULT & JUVENILE DETENTION
JUVENILE DIVISION**

Annual Salary Range: \$59,164 – \$74,995

Job Announcement: 04PS4415

OPEN: 9/8/2004

CLOSE: Open Until Filled

WHO MAY APPLY: This career service position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials must be submitted to the King County Department of Adult & Juvenile Detention (DAJD) Human Resources. Applications may be mailed or hand delivered (please note different addresses below), or e-mailed to Recruitment.DAJD@METROKC.gov. Application materials must be received by 4:30 p.m. on the closing date. Postmarks are accepted. Applications not received at the specified locations may not be processed.

Mailing Address: KC DAJD Human Resources, 500 Fifth Ave. (M/S: KCF-AD-0600), Seattle, WA 98104

Drop Off Location: KC DAJD HR, King County Courthouse, 516 Third Ave., Room E-245, Seattle, WA.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, and a letter detailing how you meet or exceed the job qualifications. The first screening of applications will occur after September 24, 2004. Additional screenings may occur until a selection is made. For questions, please contact Pamela Samek at 206-296-1417.

WORK LOCATION: Juvenile Detention Division, 1211 – East Alder, Seattle, WA 98122.

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday, 8:00am – 5:00pm but hours may vary depending on activities. Some weekend and evening hours may be required.

PRIMARY JOB DUTIES:

1. Assess Division information needs and develop data collection/research design.
2. Manage data gathering and compilation and perform complex data analysis.
3. Write reports and issue papers based on data and analysis.
4. Develop program and policy recommendations.
5. Advise and support Division Director and senior management, including attending senior management meetings.
6. Represent the Division in intra-and extra-departmental processes, including public hearings, criminal justice coalitions and labor relations processes.
7. Develop and monitor Division budget, proposing budget revisions.
8. Assist and develop plans for population and staff analysis
9. Seek appropriate grant opportunities, develop, submit and manage complex grants independently.
10. Serve as Public Information Officer, handling politically sensitive citizen calls and/or complaints.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/jobs/> Website Address 711 TTY

11. Attend Labor Management Committees. May act as management's representative.
12. Conduct technical committee meetings.
13. Act as liaison with various Departments/Division and plan and communicate Division needs.
14. Draft responses and sign letters when authorized.
15. Staff supervision as required.

QUALIFICATIONS: Masters degree in government, public policy, economics or related social science fields and three years of work experience demonstrating complex research analysis and database or other information systems development. Bachelor's degree in government, public policy, economics or related field and five years experience may be substituted. The successful candidate must demonstrate excellent oral and written communication skills. Additional desirable qualifications include a demonstrated ability to analyze budget and policy and make formal presentations. The ideal candidate will have at least two years of relevant work experience in criminal justice or social service field.

SELECTION PROCESS: The selection process will consist of an evaluation of the materials listed above under Forms and Materials Required. Those applicants judged most competitive based on a screening of application materials received may be requested to complete additional testing and/or scheduled for interview.

NECESSARY SPECIAL REQUIREMENTS: Selected candidates must pass a thorough background investigation process which includes polygraph, criminal history check, fingerprinting, and references.

UNION MEMBERSHIP: At this time, the bargaining unit association status is pending.

CLASS CODE: 8244